

78-1996

27 JUN 1978

MEMORANDUM FOR: See Distribution

SUBJECT : Senior Secretarial Career Service Panel (SSCSP)

REFERENCE : Memo to Multi fm DDCI, dtd 13 Apr 1978,
Subject: Establishment of Career Service
Panels for the Career Management of Secretarial
and Clerical Personnel (A/IUO)

1. (A/IUO) In accordance with provisions of the referant memorandum, the E Senior Secretarial Career Service Panel (SSCSP) (established 13 May 1978) has been granted E Career Service Board approval to implement Interim Policy and Procedures (attached). The Panel is ready to undertake its full responsibility; to do so, however, requires inputs from offices served by the Panel.

2. (A/IUC) Effective immediately, each office is to notify the Panel of current and anticipated secretarial/clerical position vacancies, promotion recommendations, and reassignments at grade levels GS-08 and above. The Panel will begin its competitive evaluation and E Career Service ranking of secretarial and clerical personnel at these grade levels and provide, for supervisor selection, the three (3) top-rated candidates for position vacancies. Each office is also invited to submit its longer-term secretarial and clerical needs, if known.

3. (A/IUO) Information should be forwarded as soon as possible to [redacted] Chairman, SSCSP at 4E24, Headquarters,
[redacted]

[redacted]
James H. Taylor
Chairman, E Career Service Board

Attachment:
As stated

cc: ✓ D/Pers

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